



JULY 24, 2012

Director (Senior Executive) – Substance Abuse Coordinating Agency
CMH12-020

Kalamazoo Community Mental Health and Substance Abuse Services is offering a career opportunity for an individual who is experienced working with individuals of diverse racial, ethnic, and cultural backgrounds to serve as Director/Senior Executive of the Substance Abuse Coordinating Agency. The successful candidate will develop and execute the agency's strategic plan, and translate the organization's mission, vision and values into outcomes for individuals served. The candidate will provide supervision for assigned staff including hiring, training, monitoring, evaluating, and disciplining. Directs the development and implementation of policies and procedures governing areas of responsibility for both KCMHSAS and the PIHP/CA, and ensures that all policies, procedures and practices comply with federal state and local requirements. Provides executive leadership for assuring contract provider agencies meet all required guidelines and mandates through education and support to contract provider agencies. Establishes and maintains the clinical service delivery system infrastructure to successfully solicit and incorporate individual and family input into the design, delivery and evaluation of services. Develops and maintains comprehensive community-based network of services and supports for individuals and families and ensures service accessibility throughout Coordinating Agency service area. In partnership with CSSN's and CA providers, assures comprehensive, community-based network of services throughout the affiliation and Coordinating Agency.

- Master's degree required, preferred in human services or related field.
- Minimum five years program management experience in mental health and/or substance abuse working with identified target population, plus three years administrative and supervisory experience.
- Thorough working knowledge of the Michigan Mental Health Code and Michigan Public Health Code as applicable.
- Knowledge of Federal, State and local statutes and regulations governing services for consumer populations.
- Advanced computer skills, including word processing, spreadsheets, database management and e-mail.
- Excellent communications skills, interpersonal and human relation skills.
- Ability to manage multiple projects simultaneously.
- Required license: Valid Michigan Motor Vehicles Operator's license

Individuals of diverse racial, ethnic, and cultural backgrounds along with bilingual candidates are encouraged to apply. Send, fax or e-mail resume to: HR Specialist, KCMHSAS, 1st Wing 4th Floor, 3299 Gull Road, PO Box 63, Nazareth, MI 49074, Fax: (269) 553-8012, hr@kazooocmh.org. Please refer to job number CMH12-020.

KCMHSAS is an equal opportunity employer that encourages diversity and inclusion among its workforce. We strive to empower people to succeed. To learn more about our organization please visit our website at www.kazooocmh.org.